

REAL ESTATE AND RELOCATION ASSISTANCE AGENT

NATURE OF WORK

This is administrative and technical office and field work in the acquisition and disposal of property, the obtaining of rights-of-way, and the relocation of businesses or residences affected by these acquisitions.

Work involves responsibility for securing deeds, easements and agreements necessary for obtaining right-of-way by negotiation, and for the sale of surplus real estate. Work requires the exercise of initiative and tact in both conducting negotiations and supervising negotiations with property owners and other interested parties. Work also requires an extensive knowledge of both federal and state relocation assistance legislation and the ability to administer such relocation assistance programs to insure compliance with the applicable legislation. An adequate knowledge of engineering principles is required as assignments are received in oral or written form and accompanied by maps, plans and legal descriptions. Must be able to clearly identify real estate and other interests to be acquired or affected by street or utility construction or other use, and convey this knowledge to landowners. Administrative supervision is received from the Urban Development Manager, but work requires the exercise of considerable independent judgment in conducting negotiation and relocation assistance work.

EXAMPLES OF WORK PERFORMED

Conducts appraisals and/or market analysis for determination of value of land and/or structures as necessitated by projects; supervises fee appraisers hired by the City to conduct appraisals.

Supervises fee negotiators hired by the City to acquire right-of-way and administers the acquisition of interests in real property in connection with various improvement projects; consults with property owners, mortgage holders, corporations, executors of estates or other authorized representatives for the purpose of conducting negotiations for the securing of deeds, easements, permits, options or agreements for the purchase of interests in property for street and utility construction or other use.

Administers the relocation assistance program as required by law if property owners are displaced by public works or other similar types of City projects, including code enforcement; analyzes existing real estate market conditions and applies findings to the individual relocation situation in accordance with all applicable legislation.

Reviews and checks right-of-way maps, detail sheets and survey maps with corresponding legal descriptions to determine conformance, completeness and accuracy; reviews appraisals to determine their completeness and correctness and proper application of appraisal techniques to the particular property from which an interest is to be acquired for a City project.

Prepares requests for executive orders to accept legal documents granting right-of-way to the City and to acquire private property by condemnation where negotiations have failed; consults with the legal staff if condemnation is necessary and assists the legal staff with descriptions of property, title reports, etc.

Maintains office records; prepares reports; trains subordinate employees.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of legal and departmental practices applied to the preparation of maps, surveys and similar documents involving right-of-way.

Knowledge of the principles of real estate law, relocation assistance legislation and laws governing eminent domain proceedings.

Knowledge of legal instruments involved in real estate transactions.

Knowledge of requirements of form and content necessary to render legal documents valid.

Knowledge of the principles and practices of real property appraisal.

Some knowledge of, and the ability to explain, engineering details and effects of proposed acquisitions on interested parties.

Ability to explain and discuss land acquisition problems with fee negotiators, property owners, attorneys, engineers and other interested parties, and to advise them as to the proper solution of these problems.

Ability to establish and maintain effective working relationships with property owners, co-workers, municipal officials and the general public.

Ability to keep records and prepare required reports.

Ability to communicate effectively both orally and in writing.

Skill in negotiating the purchase of real estate.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in business or public administration or engineering and experience in real estate appraisal, title examination and the sale and acquisition of real estate.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in business or public administration, engineering, real estate or related field with some experience in real estate and/or relocation assistance programs; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Valid Nebraska Real Estate Broker's License must be obtained within 60 days of employment.

Valid Nebraska Appraiser's License must be obtained within 18 months of employment.

Approved by: _____
Department Head

Personnel Director

8/87

Revised: 8/98

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